

Northwest Wisconsin CEP
is accepting applications for a
Accounting Clerk – Payroll (Part-time)

MINIMUM QUALIFICATIONS: Knowledge of principles, practices and techniques of the processing of payroll and/or accounting is required. This position requires a High school diploma or GED equivalency, a minimum of two (2) years' experience in payroll processing/accounting.

PREFERRED QUALIFICATIONS: Prior government, municipal, or non-profit environment experience; an Associate's Degree (or higher) in accounting, finance or related field.

Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job, may be substituted for Preferred Qualifications at the discretion of the hiring authority.

LOCATION: CEP Office: Ashland

POSITION DESCRIPTION:

The Northwest Wisconsin Concentrated Employment Program (CEP, Inc.) is a private non-profit company dedicated to strengthening the economy in Northwestern Wisconsin by providing effective and efficient workforce development services to employers and job seekers. CEP, Inc. has an opening for an Accounting Clerk (Payroll). The purpose of the Accounting Clerk (Payroll) is to perform a variety of routine clerical duties, tasks and responsibilities involving or related to the preparation, processing, documentation and disbursement of the employee and client payrolls. Reconcile checking accounts and act as backup to the Accounting Clerk. Creates and enters invoices as assigned; computes, classifies, records, processes and verifies numerical data for use in maintaining various accounting and payroll related records and reports.

WAGE: \$10.06 - \$13.84 per hour. This is a part-time position (30 hours per two week pay period).

BENEFITS: Pro-rated paid vacations, holidays and sick leave

HOW TO APPLY: Go to <http://www.nwcep.org/employment> for further details and instructions on how to apply. The application process must be completed on or before Wednesday, December 19th, 2018. Questions may be directed to:

Mr. Cory Kempf
Human Resource Manager
Northwest Wisconsin CEP,
1805 N. 14th Street
Superior, WI 54880
Phone: 715-392-6081

*Northwest Wisconsin CEP is an equal opportunity employer and service provider.
If you need assistance to access services or materials in an alternate format, call our EO Officer at 715-392-6081.
Northwest Wisconsin CEP uses WI Relay 711 or 800-947-3529 or WI Relay Spanish 877-490-3723.*

Northwest Wisconsin CEP Job Description

Job Title: Accounting Clerk - Payroll
Team: Fiscal
Reports To: Finance Director
FLSA Status: Non-exempt, hourly
Prepared By: Cory Kempf
Effective Date: 7/1/18

Summary:

Under the supervision of the Fiscal Director this position performs a variety of routine clerical duties, tasks and responsibilities involving or related to the preparation, processing, documentation and disbursement of the employee and client payrolls. Reconcile checking accounts and act as backup to the Accounting Clerk. Creates and enters invoices as assigned; computes, classifies, records, processes and verifies numerical data for use in maintaining various accounting and payroll related records and reports.

Essential Duties and Responsibilities

Checks for accuracy of payroll documentation; computes wages and deductions and posts to payroll records using the automated accounting system. Enters timesheets into automated accounting system; prepares payroll pre-check reports and presents them to the Finance Director or Chief Operating Officer for approval.

Collects and insures that all timesheets are authorized before payment. Matches paychecks to timesheet documentation and makes adjustments as required. Produces and mails out checks and direct deposit forms from computerized payroll accounting system.

Produces and maintains payroll check registers and post check reports. Maintains time sheet filing system and files processed time sheets. Maintains and reconciles payroll-related accounts as assigned. Maintains and insures that payroll records and reports are kept confidential and in a secure place.

Prepares reports of earnings, taxes, Workers' Compensation, pension payments, insurance and other deductions, taxes and benefits as assigned. Completes Federal and State reporting of employment statuses as well as earnings, taxes, insurances and other deductions.

Prepares yearly client and staff W-2s and insures accurate reporting of yearly W-2 information to various government entities. Keeps accurate records of health care, pension deductions, flexible medical spending, and other insurances along with Workers' Compensation payments as requested.

Maintains files of employee information and related data. Verifies source documents for authorization by management. Informs management of discrepancy in source documents.

Verifies information regarding client payrolls from case management system (IRMA or TESSA) to accounting system. Resolves problems with case management system work experience payments as necessary.

Investigates problems with staff or client payrolls regarding questionable timesheets or time allocation sheets. Collects, verifies and enters staff time allocation sheets into Excel spreadsheets as directed.

Maintains files of employee W2s, produces W2s, verifies and sends out IRS and State reports quarterly and at yearend. Sends out agency W2 information as requested.

Reconciles payroll accounts and expenses to general ledger accounts, makes corrections as necessary. Extracts and reports general ledger information using computerized accounting system. Reviews, balances, and interprets computer reports. Provides detail spreadsheets or database reports as requested. Monitors expense coding for grants to insure expenses are applied to budgeted items.

Reconciles bank statements as assigned. Reconciles report discrepancies and problems.

Assists employees, clients, or customers by answering questions related to accounts, procedures, and services.

Acts as a backup for other accounting staff. Provides other services and duties as assigned by management. Other duties may be assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competency:

To perform the job successfully, an individual must demonstrate the ability to: maintain attention to detail, resolve problems in a timely manner, gather, organize and analyze diverse types of data, maintain confidentiality, present numerical data effectively, meet deadlines, maintain accuracy and thoroughness, follow both verbal and written instructions as given and to read and interpret written information and instructions.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

MINIMUM QUALIFICATIONS - knowledge of principles, practices and techniques of the processing of payroll and/or accounting is required. This position requires a High school diploma or GED equivalency, a minimum of two (2) years' experience in payroll processing/accounting.

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Language Skills:

Ability to read and interpret documents such as software documentation, operating instructions, procedure manuals, funding source requirements and IRS rules and regulations. Ability to write routine reports and correspondence. Ability to speak effectively on the phone and answer detailed questions. Ability to follow both simple and complex written and/or verbal instructions.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables. Ability to make decisions associated with this job description in a timely manner. Ability to deal with others in a team setting. Ability to analyze personal work loads and make suggestions to management for improvement. A person in this position must have the ability to recognize information that is confidential and to keep that confidentiality.

Computer Skills:

To perform this job successfully, an individual should have a working knowledge of Automated Accounting Software, ABILA Fund accounting software preferred. Must also

have the ability to effectively use MS-EXCEL Spreadsheet software and MS-WORD software. Ability to learn new computer software as it becomes available.

Other Qualifications:

Must be Bondable

PHYSICAL DEMANDS

While performing the duties of this Job, the employee is regularly required to sit, usually at a computer station, in a work cube or office and use hands to finger, handle, or feel. The employee is required to stand or walk, reach with hands and arms; to talk at an audible level and to hear. Specific vision abilities required by this job include close vision, and ability to adjust focus. The employee must occasionally lift and/or move up to 25 pounds. Employee must have the ability to type and to key data accurately at a rate of approximately 30 words per minute.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAVEL

Travel is required for trainings and staff meetings but is limited to two or three times a year.

WORK ENVIRONMENT

The work environment for this job description is an office setting in which other workers doing related or similar work are present. The noise level in the work environment is usually quiet. Work lighting is common to an office setting.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.